

ARTICLE IV. BUILDING PERMITS AND CERTIFICATES

DIVISION 1. GENERALLY

Sec. 18-81. Permit required; exceptions.

Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work. Permits shall not be required for the following mechanical work:

- (1) Any portable heating appliance;
- (2) Any portable ventilation equipment;
- (3) Any portable cooling unit;
- (4) Any steam, hot or chilled water piping within any heating or cooling equipment regulated by this Code;
- (5) Replacements of any part which does not alter its approval or make it unsafe;
- (6) Any portable evaporative cooler;
- (7) Any self-contained refrigeration system containing ten pounds (4.54 kg) or less of refrigerant and actuated by motors of one horsepower (746 W) or less.

(Code 1979, § 42-3.1.1)

Sec. 18-82. Work authorized.

A building, electrical, gas, mechanical or plumbing permit shall carry with it the right to construct or install the work, provided the same are shown on the drawings and set forth in the specifications filed with the application for the permit. Where these are not shown on the drawings and covered by the specifications submitted with the application, separate permits shall be required.

(Code 1979, § 42-3.1.2)

Sec. 18-83. Minor repairs.

Ordinary minor repairs may be made with the approval of the building official without a permit, provided that such repairs shall not violate any of the provisions of the technical codes.

(Code 1979, § 42-3.1.3)

Sec. 18-84. Information required.

Each application for a permit, with the required fee, shall be filed with the building official on a form furnished for that purpose, and shall contain a general description of the proposed work and its location. The application shall be signed by the owner, or his authorized agent. The building permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure, and shall contain such other information as may be required by the building official.

(Code 1979, § 42-3.1.4)

Sec. 18-85. Time limitations.

An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time, for periods of not more than 90 days each, may be allowed by the building official for the application; provided the extension is requested, in writing, and that justifiable cause is demonstrated.

(Code 1979, § 42-3.1.5)

Secs. 18-86--18-113. Reserved.

DIVISION 2. DRAWINGS AND SPECIFICATIONS

Sec. 18-114. Requirements.

When required by the building official, two or more copies of specifications, and drawings, to scale, with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the technical codes. Such information shall be specific, and the technical codes shall not be cited, in whole or in part, nor shall the term legal or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.

(Code 1979, § 42-3.2.1)

Sec. 18-115. Additional data.

The building official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the building official to be prepared by an architect or engineer shall be affixed with their official seal.

(Code 1979, § 42-3.2.2)

Sec. 18-116. Design professional to fix official seal.

(a) The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

- (1) All group A, E, and I occupancies.
- (2) Buildings and structures three stories or more high.
- (3) Buildings and structures 5,000 square feet (465 m²) or more in area.

(b) For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered. Single-family dwellings, regardless of size, shall require neither a registered architect or engineer. A certification from an architect or engineer shall not be required.

(Code 1979, § 42-3.2.3)

Sec. 18-117. Structural and fire resistance integrity.

Plans for all buildings shall indicate how required structural and fire resistance integrity will be maintained where a penetration of a required fire resistant wall, floor ceiling partition will be made for electrical, gas, mechanical, plumbing, signal and communication conduits, pipes and systems and also indicate in sufficient detail how the fire integrity will be maintained where required fire resistant floors intersect the exterior walls.

(Code 1979, § 42-3.2.4)

Sec. 18-118. Site drawings.

Drawings shall show the location of the proposed building or structure and of every existing building or structure on the site or lot. The building official may require a boundary line survey prepared by a qualified surveyor.

(Code 1979, § 42-3.2.5)

Sec. 18-119. Hazardous occupancies.

The building official may require the following in hazardous occupancy situations:

- (1) *General site plan.* A general site plan drawn at a legible scale which shall include, but not be limited to, the location of all buildings, exterior storage facilities, permanent accessways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses. The exterior storage areas shall be identified with the hazard classes and the maximum quantities per hazard class of hazardous materials stored.
- (2) *Building floor plan.* A building floor plan drawn to a legible scale, which shall include, but not be limited to, all hazardous materials storage facilities within the building and shall indicate rooms, doorways, corridors, exits, fire rated assemblies with their hourly rating, location of liquid tight rooms, and evacuation routes. Each hazardous materials storage facility shall be identified on the plan with the hazard classes and quantity range per hazard class or the hazardous materials stored.

(Code 1979, § 42-3.2.6)

Secs. 18-120--18-136. Reserved.

DIVISION 3. EXAMINATION OF DOCUMENTS

Sec. 18-137. Plan review.

The building official shall examine or cause to be examined each application for a permit and the accompanying documents, consisting of drawings, specifications, computations, and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the technical codes, this Code and state law.

(Code 1979, § 42-3.3.1)

Sec. 18-138. Affidavits.

(a) The building official may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the technical codes. For buildings and structures the affidavit shall state that the plans conform to the laws as to egress, type of construction and general arrangement and if they are accompanied by drawings

showing the structural design, and by a statement that the plans and design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability.

(b) The building official may without any examination or inspection accept such affidavit; provided the architect or engineer who made such affidavit agrees to submit to the building official, copies of inspection reports as inspections are performed and upon completion of the structure, electrical, gas, mechanical or plumbing systems a certification that the structure, electrical, gas, mechanical or plumbing system has been erected in accordance with the requirements of the technical codes. Where the building official relies upon such affidavit, the architect or engineer shall assume full responsibility for the compliance with all provisions of the technical codes, this Code and state law.

(Code 1979, § 42-3.3.2)

Secs. 18-139--18-159. Reserved.

DIVISION 4. ISSUANCE OF PERMITS

Sec. 18-160. Action on permits.

The building official shall act upon an application for a permit without unreasonable or unnecessary delay. If the building official is satisfied that the work described in an application for a permit and the contract documents filed therewith conform to the requirements of the technical codes, this Code or state law, he shall issue a permit to the applicant.

(Code 1979, § 42-3.4.1)

Sec. 18-161. Refusal to issue permit.

If the application for a permit and the accompanying contract documents describing the work do not conform to the requirements of the technical codes, this Code or state law, the building official shall not issue a permit, but shall return the contract documents to the applicant with his refusal to issue such permit. Such refusal shall, when requested, be in writing and shall contain the reason for refusal.

(Code 1979, § 42-3.4.2)

Sec. 18-162. Special foundation permit.

When an application for a permit to erect or enlarge a building has been filed and pending issuance of such permit, the building official may, at his discretion, issue a special permit for the foundation only. The holder of such special permit is now proceeding at his own risk and without assurance that a permit for the remainder of the work will be granted nor that corrections will not be required in order to meet provisions of the technical codes.

(Code 1979, § 42-3.4.3)

Sec. 18-163. Public right-of-way.

A permit shall not be given by the building official for the construction of any building, or for the alteration of any building where said building is to be changed and such change will affect the exterior walls, bays, balconies, or other appendages or projections fronting on any street, alley or public lane, or for the placing on any lot or premises of any building or structure removed from another lot or premises, unless the applicant has made

application at the office of the water and sewerage superintendent for the lines of the public street on which he proposes to build, erect or locate said building; and it shall be the duty of the building official to see that the street lines are not encroached upon, except as provided for in the standard building code.

(Code 1979, § 42-3.4.4)

Sec. 18-164. Contractor's responsibilities.

It shall be the duty of every contractor who shall make contracts for the installation or repairs of building, structure, electrical, gas, mechanical, sprinkler or plumbing systems, for which a permit is required, to comply with state or local rules and regulations concerning licensing which the applicable governing authority may have adopted. In such case that the state requires a contractor to have obtained a state license before they are permitted to perform work, the contractor shall supply the local government with their license number before receiving a permit for work to be performed.

(Code 1979, § 42-3.5)

Secs. 18-165--18-181. Reserved.

DIVISION 5. CONDITIONS OF PERMITS

Sec. 18-182. Permit intent.

A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction, or violations of this Code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension shall be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the building official.

(Code 1979, § 42-3.6.1)

Sec. 18-183. Permit issued on basis of affidavit.

Whenever a permit is issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installations under conditions that, in the opinion of the building official, are hazardous or complex, the building official shall require that an architect or engineer shall supervise such work. In addition, they shall be responsible for conformity with the permit, provide copies of inspection reports, as inspections are performed, and upon completion make and file with the building official written affidavits that the work has been done in conformity with the reviewed plans and with the structural provisions of the technical codes. In the event such architect or engineer is not available, the owner shall employ in his stead a competent person or agency whose qualifications are reviewed by the building official.

(Code 1979, § 42-3.6.2)

Sec. 18-184. Plans.

When the building official issues a permit, he shall enforce, in writing or by stamp, both sets of plans "Reviewed for Code Compliance." One set of drawings so reviewed shall be retained by the building official and the other set shall be returned to the applicant. The permitted drawings shall be kept at the site of work and shall be open to inspection by the building official or his authorized representative.

(Code 1979, § 42-3.6.3)

Secs. 18-185--18-206. Reserved.

DIVISION 6. FEES

Sec. 18-207. Payment required.

A permit shall not be issued until the fees prescribed by the city council have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, due to an increase in the estimated cost of the building, structure, electrical, plumbing, mechanical or gas systems, etc., has been paid.

(Code 1979, § 42-3.7.1)

Sec. 18-208. Work begun before issuance of permit.

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing, etc., system before obtaining the necessary permits, shall be subject to a penalty of 100 percent of the usual permit fee, in addition to the required permit fees.

(Code 1979, § 42-3.7.2)

Sec. 18-209. Building official to keep records of each account.

The building official shall keep a permanent and accurate accounting of all permit fees and other money collected, the names of all persons upon whose account the same was paid, along with the date and amount thereof.

(Code 1979, § 42-3.7.3)

Sec. 18-210. Schedule of permit fees.

On all buildings, structures, electrical, plumbing, mechanical and gas systems or alterations requiring a permit, a fee for each permit shall be paid as required at the time of filing application, in accordance with the fee schedules, as set by resolution of the city council.

(Code 1979, § 42-3.7.4)

Sec. 18-211. Building permit valuations.

If, in the opinion of the building official, the valuation of building, alteration, structure, electrical, gas, mechanical or plumbing systems appears to be underestimated on the application, permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Permit valuations shall include total cost, such as electrical, gas, mechanical, plumbing equipment and other systems, including materials and labor.

(Code 1979, § 42-3.7.5)

Secs. 18-212--18-230. Reserved.

DIVISION 7. INSPECTIONS

Sec. 18-231. Changes to existing buildings.

Before issuing a permit, the building official may examine or cause to be examined any building, electrical, gas, mechanical or plumbing systems, for which an application has been received for a permit to enlarge, alter, repair, move, demolish, install, or change the occupancy. The building official shall inspect all buildings, structures, electrical, gas, mechanical and plumbing systems, from time to time, during and upon completion of the work for which a permit was issued. The building official shall make a record of every such examination and inspection and of all violations of the technical codes.

(Code 1979, § 42-3.8.1)

Sec. 18-232. Materials or assemblies at point of manufacture and fabrication.

When deemed necessary by the building official, he shall make, or cause to be made, an inspection of materials or assemblies at the point of manufacture or fabrication. A record shall be made of every such examination and inspection and of all violations of the technical codes.

(Code 1979, § 42-3.8.2)

Sec. 18-233. Reports from recognized inspection services.

The building official may make, or cause to be made, the inspections required herein. He may accept reports of inspectors of recognized inspection services provided that after investigation he is satisfied as to their qualifications and reliability. A certificate called for by any provision of the technical codes shall not be based on such reports unless the same are in writing and certified by a responsible officer of such service.

(Code 1979, § 42-3.8.3)

Sec. 18-234. Prior to issuance of final certificates.

The building official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, electrical, gas, mechanical or plumbing system upon completion, prior to the issuance of the certificate of occupancy or completion.

(Code 1979, § 42-3.8.4)

Sec. 18-235. Posting of permit procedure.

Work requiring a permit shall not commence until the permit holder or his agent posts the permit card in a conspicuous place on the premises. The permit shall be protected from the weather and located in such position as to permit the building official or representative to conveniently make the required entries thereon. This permit card shall be maintained in such position by the permit holder until the certificate of occupancy or completion is issued by the building official.

(Code 1979, § 42-3.8.5)

Sec. 18-236. Required to comply with technical codes.

The building official upon notification from the permit holder or his agent shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the technical codes:

(1) *Building code.*

a. *Foundation.* The foundation inspection is to be made after trenches are excavated and forms erected.

b. *Frame.* The frame inspection is to be made after the roof, all framing, fire blocking and bracing are in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete.

c. *Final.* The final inspection is to be made after the building is completed and ready for occupancy.

(2) *Electrical code.*

a. *Underground.* The underground inspection is to be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.

b. *Rough-in.* The rough-in inspection is to be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of wall or ceiling membranes.

c. *Final.* The final inspection is to be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.

(3) *Plumbing code.*

a. *Underground.* The underground inspection is to be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.

b. *Rough-in.* The rough-in inspection is to be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.

c. *Final.* The final inspection is to be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

(See section 311 of the standard plumbing code for required tests.)

(4) *Mechanical code.*

a. *Underground.* The underground inspection is to be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.

b. *Rough-in.* The rough-in inspection is to be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.

c. *Final.* The foundation inspection is to be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

(5) *Gas code.*

a. *Rough piping.* The rough piping inspection is to be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.

b. *Final piping.* The final piping inspection is to be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by

plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.

c. *Final.* The final inspection is to be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes in order to ensure compliance with all the requirements of this Code and to ensure that the installation and construction of the gas system is in accordance with reviewed plans.

(6) *Energy code.*

a. *Foundation.* The foundation inspection is to be made before slab concrete is poured in place. To verify that perimeter insulation has been installed correctly on any slab on grade foundations, if required.

b. *Frame.* The frame inspection is to be made before exterior wall insulation is concealed by wall board to check installation of exterior walls insulation and to inspect that all holes and cracks through the structure envelope have been sealed in an appropriate manner as to restrict air passage.

c. *Final.* The final inspection is to be made after the building is completed and ready for occupancy. To verify installation and R-value of ceiling and floor insulation. To verify correct SEER ratings on appliances.

(Code 1979, § 42-3.8.6)

Sec. 18-237. Written release.

Work shall not be done on any part of a building, structure, electrical, gas, mechanical or plumbing system beyond the point indicated in each successive inspection without first obtaining a written release from the building official. Such written release shall be given only after an inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing three inspections.

(Code 1979, § 42-3.8.7)

Sec. 18-238. Reinforcements.

Reinforcing steel, structural frame, insulation, or plumbing work of any part of any building or structure shall not be covered or concealed without first obtaining a release from the building official.

(Code 1979, § 42-3.8.8)

Sec. 18-239. Plaster fire protection.

In all buildings where plaster is used for fire protection purposes, the permit holder or his agent shall notify the building official after all lathing and backing are in place. Plaster shall not be applied until the release from the building official has been received.

(Code 1979, § 42-3.8.9)

Secs. 18-240--18-256. Reserved.

DIVISION 8. CERTIFICATES OF OCCUPANCY AND COMPLETION

Sec. 18-257. Required.

A new building shall not be occupied or a change made in the occupancy, nature or use of a building or part of a building until after the building official has issued a certificate of

occupancy. The certificate shall not be issued until all required electrical, gas, mechanical, plumbing and fire protection systems have been inspected for compliance with the technical codes, this Code, state law and released by the building official.
(Code 1979, § 42-3.9.1.1)

Sec. 18-258. Issuance.

Upon satisfactory completion of construction of a building or structure and installation of electrical, gas, mechanical and plumbing systems in accordance with the technical codes, reviewed plans and specifications, and after the final inspection, the building official shall issue a certificate of occupancy stating the nature of the occupancy permitted, the number of persons for each floor when limited by law, and the allowable load per square foot for each floor in accordance with the provisions of the technical codes.
(Code 1979, § 42-3.9.1.2)

Sec. 18-259. Temporary partial occupancy.

A temporary partial certificate of occupancy may be issued for a portion of a building that may safely be occupied prior to final completion of the building.
(Code 1979, § 42-3.9.1.3)

Sec. 18-260. Existing buildings.

A certificate of occupancy for any existing building may be obtained by applying to the building official and supplying the information and data necessary to determine compliance with the technical codes for the occupancy intended. Where necessary, in the opinion of the building official, two sets of detailed drawings, or a general inspection, or both, may be required. When, upon examination and inspection, it is found that the building conforms to the provisions of the technical codes and other applicable laws and articles for such occupancy, a certificate of occupancy shall be issued.
(Code 1979, § 42-3.9.1.4)

Sec. 18-261. Completion certificate does not grant occupancy authority.

Upon satisfactory completion of a building, structure, electrical, gas, mechanical or plumbing system, a certificate of completion may be issued. This certificate is proof that a structure or system is complete, and for certain types of permits, the structure is released for use and may be connected to a utility system. This certificate does not grant authority to occupy or connect a building, such as a shell building, prior to the issuance of a certificate of occupancy.

(Code 1979, § 42-3.9.2)

Secs. 18-262--18-285. Reserved.

DIVISION 9. SERVICE UTILITIES

Sec. 18-286. Certificate required for connection.

No person shall make connections from a utility, source of energy, fuel or power to any building or system which is regulated by the technical codes for which a permit is required, until released by the building official and a certificate of occupancy or completion is issued.

(Code 1979, § 42-3.9.3.1)

Sec. 18-287. Temporary connection.

The building official may authorize the temporary connection of the building or system to the utility source of energy, fuel or power for the purpose of testing building service systems or for use under a temporary certificate of occupancy.

(Code 1979, § 42-3.9.3.2)

Sec. 18-288. Authority to disconnect.

The building official shall have the power to authorize disconnection of utility service to the building, structure or system regulated by the technical codes, in case of emergency where necessary to eliminate an immediate hazard to life or property. The building official shall notify the serving utility, and whenever possible, the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing as soon as practical thereafter.

(Code 1979, § 42-3.9.3.3)

Secs. 18-289--18-309. Reserved.

DIVISION 10. POSTING FLOOR LOADS

Sec. 18-310. Building official to determine capacity.

An existing or new building shall not be occupied for any purpose, which will cause the floors thereof to be loaded beyond their safe capacity. The building official may permit occupancy of a building for mercantile, commercial or industrial purposes, by a specific business, when he is satisfied that such capacity will not thereby be exceeded.

(Code 1979, § 42-3.10.1)

Sec. 18-311. Safe load capacity computing.

It shall be the responsibility of the owner, agent, proprietor or occupant of group S and group F occupancies, or any occupancy where excessive floor loading is likely to occur, to employ a competent architect or engineer in computing the safe load capacity. All such computations shall be accompanied by an affidavit from the architect or engineer stating the safe allowable floor load on each floor in pounds per square foot uniformly distributed. The computations and affidavit shall be filed as a permanent record of the building and licensing department.

(Code 1979, § 42-3.10.2)

Sec. 18-312. Conspicuous load limit signs required.

In every building or part of a building used for storage, industrial or hazardous purposes, the safe floor loads, as reviewed by the building official on the plan, shall be marked on plates of approved design which shall be supplied and securely affixed by the owner of the building in a conspicuous place in each story to which they relate. Such plates shall not be removed or defaced, and if lost, removed or defaced, shall be replaced by the owner of the building.

(Code 1979, § 42-3.10.3)

Sec. 18-313. Tests which may be required.

The building official may require tests or test reports as proof of compliance. Required tests are to be made at the expense of the owner, or his agent, by an approved testing laboratory or other approved agency.

(Code 1979, § 42-4)

Secs. 18-314--18-344. Reserved.